

## **Welcome to tonight's City Council meeting!**

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

### **Vision Statement**

Bonnors Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are an inclusive city that welcomes all people, regardless of race, religion, color, national origin, sex, age, disability, sexual orientation, or gender identity and encourages their participation in city government and city programs.

### **AGENDA CITY COUNCIL MEETING Bonnors Ferry City Hall 7232 Main Street 267-3105 October 15, 2019 6:00 pm**

#### **PLEDGE OF ALLEGIANCE**

#### **PUBLIC COMMENTS**

Each speaker will be allowed a maximum of five minutes, unless repeat testimony is requested by the Mayor/Council

#### **REPORTS**

Police/Fire/City Administrator/City Engineer/Economic Development Coordinator/Urban Renewal District/SPOT

#### **CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the September 17, 2019 Council meeting minutes, September 24, 2019 Special Council meeting minutes, October 1, 2019 Council meeting minutes

#### **OLD BUSINESS**

4. City – Consider Visitors Center Sign Options from Carolyn Testa {action item}

#### **NEW BUSINESS**

5. City – Consider Georgia Mae Christmas Display by Barb LePoidevin {action item}
6. City – Consider Approval of Ordinance #585 and the Publication Summary for Higgs Annexation and have the First Reading by Title Only (attachment) {action item}
7. City – Suspend the Reading Rules and Adopt Higgs Annexation Ordinance #585 {action item}
8. City – Consider Authorizing the Mayor to Sign the Takca Hill Plat (attachment) {action item}
9. Electric – Consider Approval of New Pickup Purchase (attachment) {action item}
10. Electric/Water/Sewer – Consider Authorizing the Mayor to Sign the Contract Amendment with Century West for the Wilson Street to Solomon Street Project (attachment) {action item}
11. City – Consider Approval of High 5 Expenditures for Naples School, Mt. Hall School and Valley View School (attachment) {action item}
12. City – Consider Approval of Surplus Items and Surplus Auction (attachment) {action item}
13. Street – Consider Authorizing the Mayor to Sign the Contract with Century West for Grant Administration for the Transportation Alternative Program (attachment) {action item}
14. Sewer – Consider Contract with Panhandle Area Council for Idaho Community Block Grant Application for Lift Station 5 {action item}

#### **ADJOURNMENT**

**MINUTES**  
**CITY COUNCIL MEETING**  
**Bonnors Ferry City Hall**  
**7232 Main Street**  
**267-3105**  
**September 17, 2019**  
**6:00 pm**

Mayor David Sims called the Council meeting of September 17, 2019 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Engineer Mike Klaus, City Attorney Andrakay Pluid, City Administrator Lisa Ailport, Police Chief Brian Zimmerman, Economic Development Coordinator Dennis Weed and Office Clerk Deby Garcia. Members of the public present were: Angie Sanchez Virnoche, Marciavee Cossette, Ken Toline, Marty Martinez, Jerry Higgs, Earl Irving, Jan Irving, Elaine Sandman, Darrell Kerby, Tom Oxford, Clark Fairchild, Mat Surprenant, Valerie Surprenant, Dave Gray, Loretta Hunsaker, Joy Schmitz, Todd Schmitz and Eric Lederhos.

**PUBLIC HEARING**

Electric Rate Fee Increase Hearing  
Mayor Sims explained the public hearing process.

Mike Klaus gave a presentation on recent hydro projects, Bonneville Power Administration (BPA) rate escalation, City of Bonnors Ferry rate escalation, Federal Energy Regulatory Commission (FERC), Current condition of the Moyie Dam and the capitalization plan.

Mayor Sims said the City produces approximately 30% of its own power, the remainder is purchased from BPA. The City's rates from BPA have increased 19.7% since 2012, but the City has not increased electrical rates for residential, commercial and small industrial customers since 2009.

FERC is the agency that regulates and licenses the Moyie Dam. The dam must operate in compliance with the Clean Water Act, it must also provide an aesthetic release of water on the weekends. Every five years there is a Part 12 inspection which relates to safety. FERC has requested the concrete on the surface of the spillway of the dam be repaired.

The Moyie Dam was constructed in 1948. The estimated cost for repairing the spillway is \$3.7 million. The way concrete and cement was made in 1948 is much different than the way it is made today. The advances in concrete and cement will allow the spillway to last for a long time.

Mike reviewed the capital expenses for the next four years. The Moyie Substation transformer project has been moved out past four years. The transformer was built in 1953, the estimated repair cost is 1 million dollars. Mike said we have spent approximately \$200,000 on the highway project this year. Mayor Sims said when we have utilities in the right of way and the highway is moving the right of way, we must move our utilities and pay for that move. Adam said the reason the utilities are in the right of way is that it is easier to be in the right of way, than trying to get easements from the property owners. Phase 2 of the highway project is estimated to cost \$500,000. Enhancements to the Katka Tap are estimated to be \$150,000. Phase 2 and the Katka Tap may happen in 2021. The spillway rehabilitation project is scheduled to start in 2021. The best way to pay for those repairs is to bond, using rates only to pay for the spillway repairs will be very hard for the rate payers.

Angie Sanchez Virnoche with FCS Group gave her presentation regarding the rate study. The first step is determining the revenue requirements. They develop a rate plan to balance financial needs and minimize customer impacts. They identify the capital and operating needs, how much money is coming in today and is that sufficient. The focus period is fiscal year 2019 through fiscal year 2023. The revenue is made up of rate revenue, large industrial contract revenue and non-rate revenue. Total existing revenue is \$3.88 - \$3.95 million per year. The expenses are made up of hydro operating and maintenance, customer service, distribution operating and maintenance, rolling equipment, general property maintenance, legal and A&G. The total operating and maintenance expenses are \$2.9 - \$2.5 million per year. This amount decreases due to the one-time expense of silt removal. The purchased power cost will increase due to

BPA increasing their rates to replenish their reserves. The operating reserves, is like a checking account, they set the limit at 90 days, which is approximately \$1.3 million needed to pay the bills. Capital contingency reserve, is like a savings account, they used a five year average, which is approximately \$1.0 million needed for emergency repairs, unanticipated capital or project cost overruns. Debit service coverage is the ability to repay debt. Angie said if the rates stay the same, the reserves will be depleted by fiscal year 2021. Three scenarios were presented. The first scenario is: no new debt, the rates would increase 25.5% for FY20 and FY21, then 3% for FY22 with no increase in FY23. The second scenario is: spillway new debt financed: 9.5% increase FY20, 7.0% increase FY21, FY22 and FY23. The third scenario is: spillway new debt financed with a one year deferral: 9.5% increase FY20, 5.0% increase FY21, 4.6% increase FY22 and FY23. The average monthly bill at 1,110 kWh is \$7.26 for FY20, \$5.86 for FY21, \$6.27 for FY22 and \$6.71 for FY23. The rate increases will be equal for all rate classes.

Mayor Sims said he hopes it is clear as to why we are looking at a substantial rate increase. Mayor Sims said it is important to maintain the Moyie Dam for years to come. Mayor Sims has heard comments that the rate increase will help pay for the LED lightbulbs that were distributed. The money for the lightbulbs comes from BPA conservation funding, if the City of Bonners Ferry does not use it, the money goes to another utility. Mayor Sims has also heard that people think the rate increase will go to a Council raise. Mayor Sims said Council is not getting a raise. Rick said the water and sewer rates were increased over a five year period and he did not feel it was a good idea to increase the electric rates at the same time the water and sewer rates were being increased. Valerie said it is important that we maintain our infrastructure, since we are so lucky that we have the dam.

Mayor Sims opened the public comment period at 7:01 pm.

Ken Toline asked if the increases will be 9.5% and the 7% for the following three years for a total of almost 30%. Mayor Sims said that is what FCS has proposed, the Council is only considering the 9.5% increase tonight. Ken asked if the City has looked for grants to help pay for the repairs to the dam. Mike said there are no grants currently available.

Jerry Higgs recommends scenario 2 since it splits the difference. Jerry said this is a necessary project and not frivolous spending.

Earl Irving said he thinks the Council is doing a good job. The blackouts have been fewer since the Moyie substation was put in. Earl asked why people outside the City limits pay a higher base rate. Mayor Sims said it is based on density. Earl asked if the dam will have to be shut down for the repairs. Mike said we will always try to produce power during the project to keep the spillway dry.

Jan Irving asked the Council not to get involved with grant money.

Darrell Kerby congratulated Council on the presentation.

Tom Oxford asked if the 10% increase is also on the purchased power from BPA. Mayor Sims said the increase is how much the rates will increase for City customers. Tom said he does not understand putting \$3.7 million into a dam that only produces 20% power. Mayor Sims said the repair will last up to fifty years. Tom asked if the money is borrowed at 5%. Angie said that is the assumption, it may be lower. Tom asked if bonding is lower. Mayor Sims said all the options will be looked at.

Matt Surprenant asked if Council approves the expenditures. Mayor Sims said Council approves those on an on-going basis.

Dave Gray said he feels Council is doing an excellent job rate study and he agrees with the rate increase.

Loretta Hunsaker asked for more clarification on the rate difference between city rate payers and non-city rate payers. Mayor Sims said part of the cost of maintaining the poles, wires and transformers. If there is a mile of line and only three customers, it will cost more to maintain than a mile of line with 20 customers. Loretta said she would like a commitment from Council that a 3% interest rate will be acquired if possible. Mayor Sims said it is his personal feeling that everything possible needs to be done to minimize rate increases. Council also agreed. Loretta asked how much is currently in the electric reserve fund and what is the standard that is used. Mayor Sims said we plan to end the year between \$2.0 - \$2.5 million.

Council's target for the reserves has been \$3.0 million, but it has been drifting down due to projects. Angie said the bare minimum is \$2.3 million.

Todd Schmitz asked if we recouped any money when we switched from analog meters to digital meters. Mike said not to his knowledge. Meters have an average life span of 10 years. Todd asked if there is still a meter reader. Rick said there is, but he just drives through the neighborhoods instead of having to walk.

Mayor Sims closed the public hearing at 7:20 pm.

Rick said the presentations showed what we need to do to sustain our system going forward and he thinks scenario #2 is the best. Ron thanked staff for the excellent job they have done. Valerie said she appreciates the work done by staff and the thoroughness of Mike's presentation. Adam said he is glad that it is visible so everyone can see why we need to raise the rates.

First Reading of Resolution 2019-09-17 for Electric Rates by Title Only (attachment) {action item}  
Mayor Sims asked Andrakay if a first reading for a resolution is necessary. Andrakay said no.  
Adam Arthur moved to adopt Resolution 2019-09-17 for electric rates. Ron Smith seconded the motion.  
The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

Mayor Sims recessed the meeting at 7:23 pm.  
Mayor Sims reconvened the meeting at 7:28 pm.

### **PUBLIC COMMENTS**

Each speaker will be allowed a maximum of five minutes, unless repeat testimony is requested by the Mayor/Council

### **REPORTS**

SPOT – Ron Smith said he is hoping to get the Schweitzer route finalized soon

### **CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the September 3, 2019 Council meeting minutes
4. Treasurer's Report

Valerie Thompson moved to approve the consent agenda. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

### **OLD BUSINESS**

5. City – Consider Approval of Insurance Quote {action item}

Mayor Sims said this is a continuation from last week's meeting regarding health insurance. Darrell Kerby said he provided comparison corrections that need to be made. There are a number of them that III-A made that are not accurate. The annual maximum benefit has now been removed for the 2019-2020 year. The hospice coverage is subject to in-network or out-of-network deductible and co-insurance with no limit. The chiropractic benefits: after deductible is met, in-network coverage is 80%, out-of-network is 50%, with a maximum number of 18 visits per member. No change in the EAP benefits or prescription coverage. Cardiac rehab benefit will be added in 2020. MD live, smart shopper and health coaching has been added starting November 1, 2019. Darrell said Amy indicated that there is someone that is profiting from Blue Cross operations and that is not accurate. Blue Cross is a non-profit. Darrell said since the Affordable Care Act was implemented the plans that were not grandfathered have increase 135%. The City has not experienced that since the plan was grandfathered. If the City leaves this plan and goes with III-A, there is a three year commitment, which removes the flexibility and the City will not be able to come back to this plan, since there are less than 50 employees on insurance. There is not a tremendous economic incentive to change. Being locked into a three-year commitment is a risk. There is less of a risk with Blue Cross. Darrell said he does not represent Blue Cross he represents the City.

Ron said if we change to III-A Darrell can still be the agent, if Council chooses. Ron asked what the differences are. Darrell said the core of the programs are the same. III-A has a nurse that can come up and do flu shots, but you can get that at the pharmacy. There are some bells and whistles with III-A, but the core is the same. Mayor Sims said if we go with III-A, there will be the additional cost for Darrell. Mayor Sims said he is concerned if we go with III-A, and there is a large increase, we are stuck for three years and cannot look for alternatives. Valerie said the cost of an agent is \$7,920.00 per year based on \$15.00 per member.

Rick said the cost comparisons are similar, but the copay with III-A is \$20.00, the current plan is \$30.00 and \$50.00. III-A covers colonoscopies every year regardless of reason, the current plan does not. Mayor Sims said III-A has had low increases for the last five years and he is not sure how long they can continue to do that. Mayor Sims does not feel the rate increases with III-A will be smaller in future. Ron said the Gem Plan never had an increase of more than 5%. If one group's rate should be a 9% increase, the reserves were used for the amount above 5%. Darrell said Blue Cross was able to reduce the increase from 2% to 0% this year due to a change in prescription providers. Mayor Sims said it will be at least a year before the cost saving is known. Darrell said it has already been calculated into this year's rate, there could be additional dampening.

The pool size that the City is currently is in is safer than the pool size of III-A, in terms of rate dampening. Adam asked how long we have been on the current plan. Mayor Sims said since 2008. Adam said it is disconcerting being held hostage by a grandfathered clause in a plan and not knowing what else there is. Darrell said he looks at the market place every year to see if he can best the current plan. Comparing the current plan to other plans is like comparing apples to oranges. Darrell said the City is not locked into the grandfathered plan, but if we change to III-A, we will be locked in for three years. When III-A started, they got in a horrible position and Blue Cross bailed them out. III-A's original members had almost 150% rate increase in a year and one city sued them to get out. III-A had a rough start and probably raised the rates more than they needed to and that is why the rates have leveled out the last few years.

Valerie asked if our losses are spread thought the group. Darrell said they are and that is a benefit to having such a large group. Mayor Sims said it is a tough decision. Lisa asked if III-A looks at the previous year's losses. Darrell said III-A does not want a group that has a high loss ratio, because the group is not large and could not absorb the losses going forward.

Adam asked if there was a meeting with the foremen to see how the employees feel. Mayor Sims said it was discussed, but did not ask which plan they wanted. Lisa said she met with the superintendents and told them it will be Council's decision.

Mayor Sims said you want to be sure your insurance company is rock solid. Valerie said her concern is that III-A could not consider the City last year, but this year they can. Valerie said she loves III-A's copays and those would benefit the employees and she wants the employees to have the best plan that they can and be able to save money.

Ron Smith moved to stay with the Blue Cross plan that we currently have. Valerie Thompson seconded the motion. The motion passed with Ron Smith, Valerie Thompson and Adam Arthur in favor, Rick Alonzo was opposed.

## **NEW BUSINESS**

6. City – Consider Authorizing the Mayor to Sign the Joint Powers Agreement and the Participation Agreement with III-A (attachment) {action item} No action necessary
7. Police – Consider Approval of the Dispatch Agreement with Boundary County (attachment) {action item}  
Andrakay said the County requested the three percent increase after our budget had been set. Rick Alonzo moved to approve the dispatch agreement with Boundary County and authorize the Mayor to sign the dispatch agreement. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. Electric/Water – Consider Approval to Solicit Quotes for a Medium Kubota Excavator (attachment) {action item}

Lisa said the current excavator was purchased in 2006 and it will soon need significant maintenance. Andrakay recommends surplus the excavator. Lisa said since the cost of the excavator is over \$50,000 we have to solicit bids and are required to go with the lowest bid. Adam asked if the price has really increased that much since we purchased the excavator. Mayor Sims said it has. Adam Arthur moved to approve to solicit quotes for a new excavator for the utility departments. Valerie Thompson seconded the motion. The motion passed with all in favor.

9. City – Consider Approval to Sell a Police Pickup to the Utility Departments (attachment) {action item}

Lisa said she researched the cost for a private sale for this pickup and the price is \$7,775.00. Brian is willing to accept that amount. Mayor Sims is recommending using the money to purchase another vehicle from Idaho State Patrol for the Police department. Rick Alonzo moved to sell the Police pickup to the utility departments in the amount of \$7,775.00 with the proceeds going towards the purchase of another SUV for the police department. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. Electric – Consider Authorizing the Mayor to Sign the Contract Amendment with FCS (attachment) {action item}

Lisa said she is asking Council to authorize FCS to provide a detailed report regarding the rate study. Mayor Sims said it will be wise to have the report. Valerie Thompson moved to authorize FCS to complete the two remaining tasks and bill the City the additional \$3,063.00 making the grand total \$36,753.00. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes. Valerie Thompson moved to authorize the Mayor to sign the contract amendment with FCS. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

11. City – Consider Quote for Hanging Baskets for Fiscal Year 2020 (attachment) {action item}

Mayor Sims said Moose Valley was also asked to provide a quote, but declined. Lisa said there have been many compliments on the baskets this year. Adam asked if this is an increase. Deby said there is a \$5.00 per basket increase. Adam Arthur moved to approve the quote for the hanging baskets for fiscal year 2020 in the amount of \$4,499.25. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

12. Golf – Consider Authorizing the Mayor to Sign the Contract with Kootenai View Golf Resources (attachment) {action item}

Mayor Sims said this is very similar to the current contract. Lisa said Ralph's base rate was increased to include the cost of the season passes and green fees that he gives away. His base rate was also increased by the cost of electricity for the clubhouse. Mayor Sims said the rent changed from eight months to twelve months. Lisa said the monthly rate is the same, Ralph now pays for all twelve months instead of just eight. Ralph has agreed to all of the terms for a four year contract. Ron Smith moved to authorize the Mayor to sign the contract with Kootenai View Golf Resources. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

## **ADJOURNMENT**

The meeting adjourned at 8:30 pm

**MINUTES  
SPECIAL CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
September 24, 2019  
6:00 pm**

Mayor David Sims called the Special Council meeting of September 24, 2019 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Engineer Mike Klaus, City Clerk/Treasurer Christine McNair and City Administrator Lisa Ailport. Members of the public present were: Dave Gray

1. City – Approve Newsletter Cost and Distribution (attachment) {action item}

Lisa Ailport said Stacie, Mayor Sims and Lisa have been working on a template for the newsletter. Initially, the newsletter will be four pages. Adam asked if there will be more pictures than the example. Lisa said content is being developed. Mayor Sims said it is good to discuss the content. Mayor Sims asked if anyone has a suggestion for the name of the newsletter. Adam said it is important to have City of Bonners Ferry in the name, since people equate Bonners Ferry to the county as well. Valerie suggested having quarterly in the name, so people will know when to expect the newsletter. Several names were discussed. Dave Gray said it is important to let people know what is happening in the City and this is a great way for that to happen. Mayor Sims said the quote is for City residents only. Adam said if there is information that relates to all customers, it would be good to send it to all customers. Rick said it would be a good idea to find out if anyone is reading it. Mayor Sims said eventually he thinks it will all be done by email.

Adam Arthur moved to approve the newsletter cost and distribution in the amount of \$480.20 for 11X 17 two page, front and back, full color. Ron Smith seconded the motion. The motion passed with all in favor.

2. Electric- 2019 Moyie Penstock Valve Repair Project- Consider Awarding Bid for Project (attachment) {action item}

Mike Klaus said two bids were received for the project. The lowest bidder was C.E. Kramer for \$220,000. Mike said there is some silt build up in front of the lower outlet valve. Mike said he budgeted \$200,000 for this project.

Valerie Thompson moved to approve the bid for \$220,000 and award the bid to C.E. Kramer for the penstock valve repair project and authorize the Mayor to sign the necessary documents. Rick Alonzo seconded. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**ADJOURNMENT**

Adjourned at 6:19pm

**MINUTES  
CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
October 1, 2019  
6:00 pm**

Mayor David Sims called the Council meeting of October 1, 2019 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Engineer Mike Klaus, City Attorney Andrakay Pluid, City Clerk/Treasurer Christine McNair, Police Chief Brian Zimmerman, Fire Chief Dave Winey and Economic Development Coordinator Dennis Weed. Members of the public present were: Eric Lederhos, Marty Martinez, Mat Surprenant, Valerie Surprenant, Dave Gray, Carolyn Testa and Jessica Tingley.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Craig Kelson with the Boundary County Human Rights Task Force said October is disability month. There will be a Hispanic Heritage month celebration at the Valley Event Center, October 12, 2019 from 2:00 pm until 5:00 pm.

Carolyn Testa said she will have options for the Visitors Center sign at the next Council meeting.

**REPORTS**

Police Chief Brian Zimmerman said Idaho State Police (ISP) has all-wheel drive Chargers for approximately \$7,000. Mayor Sims asked how many miles are on the Chargers. Brian said 110,000 to 120,000 and they have been very dependable vehicles.

Fire Chief Dave Winey said activity is picking up. There was a close call at the Shelman furniture store. There was an odor, but could not find anything. Fireman McCabe found an electric range that had been accidentally turned on and things that had been piled on it were smoldering. Valerie asked about the car fire at the high school. Dave Winey said it appears the headlight or something close to it caught the car on fire.

Economic Development Coordinator Dennis Weed said the Department of Labor is now in the Visitors Center and things are going well. Rick asked what is happening with the Shopko building. Dennis said a business should be in there by the end of the year. Ron asked about the corner building. Dennis said the owner is trying to rent the building.

Ron Smith said SPOT will meet October 10, 2019 and will hopefully have a permanent schedule that will include stops in the county.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the September 10, 2019 Special Council meeting minutes

Rick Alonzo moved to approve the consent agenda. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**OLD BUSINESS**

**NEW BUSINESS**

4. City – Consider Curfew Extension for the Homecoming Dance on October 11, 2019 (attachment) {action item}  
Rick Alonzo moved to extend the curfew for the homecoming dance until 1:00 am. Ron Smith seconded the motion. The motion passed with all in favor.

5. City – Consider Approval of Ordinance #584 for Lonborg Annexation and have the First Reading by Title Only (attachment) {action item}

Mayor Sims said this is the end of a long process and everything has been done. Ron asked if this is a continuation of the process on that property. Andrakay said per the annexation agreement, there were certain terms that needed to be completed. The terms have been completed and this is the ordinance to finalize the annexation.



Ron Smith moved to approve Ordinance #584 for the Lonborg annexation and have the first reading by title only. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes. Andrakay read the ordinance by title only: An ordinance of the City of Bonners Ferry, a municipal corporation of the State of Idaho, annexing certain lands located within Boundary County, Idaho that are adjacent and contiguous to the corporate city limits of Bonners Ferry, confirming the future land use map designation of “residential,” amending the official zoning map of the City of Bonners Ferry to zone the subject lands as residential AA, providing for the filing of this ordinance the State of Idaho state tax commission as required by law; providing severability and providing this ordinance shall be in full force and effect after its passage, approval and publication according to law.

6. City – Suspend the Reading Rules and Adopt Lonborg Annexation Ordinance #584 {action item}

Adam Arthur moved to suspend the reading rules and adopt the Lonborg Annexation Ordinance #584. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

7. City – Consider Approval of Publication Summary for Lonborg Annexation Ordinance #584 (attachment) {action item}

Valerie Thompson moved to approve the publication summary for the Lonborg annexation ordinance #584. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. City – Consider Authorizing the Mayor to Sign the Contract with EL Automation to Provide Fiber Internet to City Hall (attachment) {action item}

Ron Smith moved to authorize the Mayor to sign the contract with EL Automation to provide fiber internet to City Hall. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

9. City – Consider Wage Increase for Police and Street Departments (attachment) {action item}

Mayor Sims said there was a significant savings with the health insurance rates not increasing. Mayor Sims said he asked the County for the wages for the Sheriff’s deputies and the road and bridge crew. Mayor Sims said the County employees received a five percent wage increase this year and one thing to consider is the County has a richer insurance plan. Adam said we did not received all of the wages from the County. Adam said we should stay with the three percent increase since we have not budgeted any capital for the last five years and the reserve fund is not up to the amount we want it to be. Mayor Sims said the contingency has grown considerably over the last three years. Mayor Sims said the fear is, if we do not pay the employees a competitive wage, we will lose them. Brian Zimmerman said the officers can drive 30 minutes to Sandpoint and make \$6.00 more an hour. Adam said that can be said for almost every job in the Boundary County. Brian said it is harder to fill a police position than it is to fill any other position. Ron said he is in favor of increasing the wages. Rick and Ron are in favor of a \$.75 per hour increase. Valerie said she is looking at a 5% increase to be the same as the County. Valerie is concerned with the sustainability of the wage increase. Mayor Sims said shifting the money from health insurance to wages makes it easier for us to control. Mayor Sims asked how many applications we received for the last two openings in the police department. Brian said each time we only received one qualified applicant. Adam said that can be contributed to low unemployment rates. Valerie said we need to look at keeping our employees. Ron Smith moved to approve \$.75 per hour increase for police and street departments. Rick Alonzo seconded the motion. The motion passed with Rick Alonzo, Ron Smith and Valerie Thompson in favor. Adam Arthur was opposed.

10. City – Consider Authorizing the Mayor to Sign the Contract with Pagefreezer for Social Media Archiving (attachment) {action item}

Andrakay said the City currently has two Facebook pages and the State of Idaho has determined that these are considered public record. We have to have a way to produce a public record if there is a records request. Andrakay said she viewed three companies and this one is the easiest to use and also the least expensive. Valerie Thompson moved to authorize the Mayor to sign the contract with Pagefreezer for social media archiving in the amount of \$99.00 per month with a \$250.00 one-time set up fee. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

11. Golf – Consider Authorizing the Mayor to Sign the Contract with Elite Roofing for the Clubhouse Roof (attachment) {action item}

Mike said there is a large section of rotten wood on the west side of the clubhouse roof. Mike said there needs to be some ventilation added to the roof. Mike said the contractor is estimating to have the work completed by the end of October. Adam asked if the beams and the foundation have been checked to make sure the building is solid. Mike said it has been. Mayor Sims asked Mike if he quoted metal instead of asphalt shingles. Mike said the contract said metal roofing will be more than shingles, but did not give an actual quote for metal roofing. Valerie Thompson moved to authorize the Mayor to

sign the contract with Elite Roofing for the amount of \$34,047 to repair the clubhouse roof. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

12. City – Consider Authorizing the Mayor to Sign the Contract with Second Chance Animal Adoption for Fiscal Year 2020 (attachment) {action item}

Adam asked if we budgeted the increase. Christine said we did. Ron asked Brian if there is a problem with using Second Chance. Brian said there is not. Rick Alonzo moved to authorize the Mayor to sign the contract with Second Chance Animal Adoption for fiscal year 2020. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

13. City – Consider Approval of Grant Administrator {action item}

Mike said we received only one proposal for grant administrator from Panhandle Area Council (PAC). Ron said PAC has done a good job over the years. Valerie Thompson moved to approve Panhandle Area Council as the grant administrator. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

14. City – Consider Authorizing the Mayor to Sign the Audit Engagement Letter with Anderson Bros. CPA for Fiscal Year 2019 (attachment) {action item}

Christine said this is the same contract as the last several years, the rate did increase by \$1,250.00. Valerie Thompson moved to authorize the Mayor to sign the audit engagement letter with Anderson Bros. CPA for fiscal year 2019. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

15. City – Consider Authorizing the Mayor to Sign 2019 Beverage License for Par Hawaii Pending Payment and Receipt of Proper Documentation (attachment) {action item}

Christine said Par Hawaii change from Incorporated to Limited Liability Corporation and requested a new beverage license. Adam Arthur moved to authorize the Mayor to sign the 2019 beverage license for Par Hawaii pending payment and receipt of proper documentation. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

16. City – Consider Authorizing the Mayor to Sign 2019 Beverage License for Safeway Pending Payment and Receipt of Proper Documentation (attachment) {action item}

Christine said Safeway decided to sell kegs, this is just an addition of the kegs to their current license. Rick Alonzo moved to authorize the Mayor to sign the 2019 beverage license for Safeway pending payment and receipt of proper documentation. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

17. City – Consider Giving Employees an Extra Day Off at Thanksgiving and Christmas (attachment) {action item}

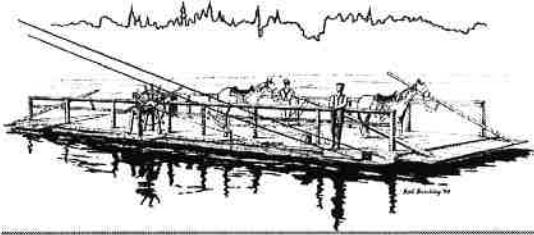
Rick said it is nice to give the employees Friday after Thanksgiving off and an extra day off during Christmas week this year, since it's on a Wednesday. Rick Alonzo moved to give the employees an extra day off at Thanksgiving and Christmas. Ron Smith seconded the motion. The motion passed with all in favor.

18. City – Consider 2019 Christmas Party {action item}

Christine said Wally Barton had contacted her to find out if the City wants him to cater the Christmas party again this year. Wally said the cost will be the same as last year, \$24.00 per plate, it will be prime rib and chicken. Christine said she tentatively booked the fairgrounds exhibit hall for December 13, 2019. Adam Arthur moved to approve the Christmas party as layout by Christine. Valerie Thompson seconded the motion. The motion passed with all in favor.

## **ADJOURNMENT**

The meeting adjourned at 6:47 pm.



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

---

**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** October 11, 2019

**RE:** **Higgs Annexation Ordinance**

---

Mr. Higgs has completed his obligations under the terms of the annexation agreement approved by City Council in April of this year. By completing the requirements, the ordinance (as attached) may be considered for adoption by the City Council.

It is my recommendation that the Council adopt the ordinance and direct staff to publish the ordinance in Herald.

Please let me know if you have any questions.

**CITY OF BONNERS FERRY, IDAHO**

**ANNEXATION AND ZONING MAP AMENDMENT  
GERALD B. HIGGS, FILE #AN03-18**

**ORDINANCE NO. 585**

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ANNEXING CERTAIN LANDS LOCATED WITHIN BOUNDARY COUNTY, IDAHO THAT ARE ADJACENT AND CONTIGUOUS TO THE CORPORATE CITY LIMITS OF BONNERS FERRY, CONFIRMING THE FUTURE LAND USE MAP DESIGNATION OF “RESIDENTIAL,” AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BONNERS FERRY TO ZONE THE SUBJECT LANDS AS RESIDENTIAL B, PROVIDING FOR THE FILING OF THIS ORDINANCE WITH THE IDAHO STATE TAX COMMISSION AS REQUIRED BY LAW; PROVIDING SEVERABILITY AND PROVIDING THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

**Whereas**, Idaho Code §50-222 provides the procedures and authority for cities to annex land into its corporate city limits; and

**Whereas**, the landowner voluntarily initiated proceedings to annex approximately 1.38 acres of land located at 7612 Wild Horse Lane, in Section 21, Township 62 North, Range 1 East, Boise Meridian 7; and

**Whereas**, under the provisions of Idaho Code for Category A voluntary annexations, the affected landowner has provided consent to annex his land; and

**Whereas**, the City has confirmed the subject lands are contiguous to the Bonners Ferry city limits, are within the Area of City Impact and have been designated Residential on the City’s Future Land Use Map; and

**Whereas**, Bonners Ferry Planning and Zoning Commission conducted a public hearing on the proposed zoning of the subject lands on February 21, 2019, pursuant to public notice requirements required by law, and recommended approval to the City Council, and the City Council conducted a public hearing on the proposed zoning map amendment and annexation on April 2, 2019, in accord with Idaho Code; and

**Whereas**, the landowner has completed the conditions of the annexation agreement with the City of Bonners Ferry.

**Now therefore,**

Be it ordained by the Mayor and City Council of the City of Bonners Ferry, Boundary County, Idaho as follows:

**Section 1. Adoption of annexation ordinance**

The land situated within Boundary County, Idaho, adjacent and contiguous to the City of Bonners Ferry, Idaho, as described in Exhibit A and illustrated in Exhibit B, which are made a part of this ordinance, are hereby annexed to and incorporated into the territorial limits of the City of Bonners Ferry, Idaho.

**Section 2: Adoption of ordinance amending official zoning map:**

The Official Zoning Map of the City of Bonners Ferry, Idaho is hereby amended to zone as “Residential B” the lands described in Exhibit A and illustrated in Exhibit B.

**Section 3. Severability.** The sections of this ordinance are severable. The invalidity of a section shall not affect the validity of the remaining sections.

**Section 4. Effective date.**

This ordinance shall be in full force and effect upon the passage and publication of the ordinance or ordinance summary in one (1) issue of the official newspaper for the City of Bonners Ferry. The Bonners Ferry City Clerk shall provide the required legal documents and maps to Boundary County, Idaho and the Idaho State Tax Commission, in accord with Idaho Code.

This ordinance passed under suspension of rules and duly enacted as an ordinance of the City of Bonners Ferry, Idaho on this 15<sup>th</sup> day of October, 2019, and publication of this ordinance by summary in the official newspaper is hereby approved upon the following roll call vote:

**ROLL CALL:**

<b>Council President Alonzo</b>	_____
<b>Council Member Smith</b>	_____
<b>Council Member Thompson</b>	_____
<b>Council Member Arthur</b>	_____

**CITY OF BONNERS FERRY, IDAHO**

**BY:** \_\_\_\_\_

**Mayor David Sims**

**Attest:**

\_\_\_\_\_  
**Christine McNair, Clerk, City of Bonners Ferry**

**SUMMARY FOR PUBLICATION OF  
CITY OF BONNERS FERRY ORDINANCE NO. 585**

Pursuant to Idaho Code Section 50-901A, the City of Bonners Ferry, Idaho hereby gives notice of the adoption of City of Bonners Ferry Ordinance No. 585 adopted on Oct 15, 2019. The full title of the ordinance is:

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ANNEXING CERTAIN LANDS LOCATED WITHIN BOUNDARY COUNTY, IDAHO THAT ARE ADJACENT AND CONTIGUOUS TO THE CORPORATE CITY LIMITS OF BONNERS FERRY, CONFIRMING THE FUTURE LAND USE MAP DESIGNATION OF "RESIDENTIAL," AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BONNERS FERRY TO ZONE THE SUBJECT LANDS AS RESIDENTIAL B, PROVIDING FOR THE FILING OF THIS ORDINANCE WITH THE IDAHO STATE TAX COMMISSION AS REQUIRED BY LAW; PROVIDING SEVERABILITY AND PROVIDING THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

The legal description of the annexed lands is:

A tract of land in the Northeast Quarter of the Southeast Quarter (NE1/4SE1/4) of Section Twenty-one (21) Township Sixty-two (62) North Range One (1) East of the Boise Meridian, Boundary County, Idaho; encompassing all that property described in Instrument Number 275778 and a portion of that property described in Instrument Number 264162, records of Boundary County, Idaho and more particularly described as follows:

Beginning at a point on the north line of the SE1/4 of said Section 21 which is coincident with the Northwest corner of Lot 1 of the Amended Plat of Marx 3<sup>rd</sup> Addition recorded as Instrument Number 169321, records of Boundary County, Idaho and bears N 89°09'45" W, 180.06 feet from the East Quarter corner of said Section 21; thence, continuing along the north line of the SE1/4, N 89°09'45" W, 250.56 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence S 20°57'54" E, 309.33 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628, on the north line of Lot 6 of the Amended plat of Marx 2<sup>nd</sup> Addition, recorded as Instrument Number 204962, records of Boundary County, Idaho; thence, along the north line of Lots 6 and 7 of said Amended Plat, N 71°18'54" E, 215.40 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628 on the west line of Lot 1 of the Amended Plat of Marx 3<sup>rd</sup> Addition; thence, along said west line, N 16°32'23" W, 225.51 feet to the POINT OF BEGINNING; encompassing an area of 1.38 acres.

The ordinance annexes certain lands; confirms designation of those lands consistent with the comprehensive plan; and amends the Official Zoning Map, effectively zoning the annexed lands. This ordinance is effective upon enactment and publication according to law.

The full text of Ordinance No. 585 is available at Bonners Ferry City Hall, 7232 Main Street, Bonners Ferry, Idaho 83805, during regular business hours.

City of Bonners Ferry, Idaho

ATTEST:

\_\_\_\_\_  
David Sims, Mayor

\_\_\_\_\_  
Christine McNair, City Clerk

City Attorney Statement Pursuant to Idaho Code Section 50-901A(3)

I, Andrakay Pluid, duly appointed City Attorney for the City of Bonners Ferry, Idaho, certify that the above summary is true and complete and provides adequate notice to the public.

\_\_\_\_\_

Dated: \_\_\_\_\_

# EXHIBIT A

## ISAACS TO HIGGS

### SECTION 21, T62N, R1E, B.M.

DEC 28 2018

OFFICE OF THE COUNTY CLERK

*A tract of land in the Northeast Quarter of the Southeast Quarter (NE1/4SE1/4) of Section Twenty-one (21), Township Sixty-two (62) North, Range One (1) East of the Boise Meridian, Boundary County, Idaho; encompassing all that property described in Instrument Number 275778 and a portion of that property described in Instrument Number 264162, records of Boundary County, Idaho and more particularly described as follows:*

*Beginning at a point on the north line of the SE1/4 of said Section 21 which is coincident with the Northwest corner of Lot 1 of the Amended Plat of Marx 3<sup>d</sup> Addition recorded as Instrument Number 169321, records of Boundary County, Idaho and bears N 89°09'45" W, 180.06 feet from the East Quarter corner of said Section 21; thence, continuing along the north line of the SE1/4, N 89°09'45" W, 250.56 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence S 20°57'54" E, 309.33 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628, on the north line of Lot 6 of the Amended plat of Marx 2<sup>nd</sup> Addition, recorded as Instrument Number 204962, records of Boundary County, Idaho; thence, along the north line of Lots 6 and 7 of said Amended Plat, N 71°18'54" E, 215.40 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628 on the west line of Lot 1 of the Amended Plat of Marx 3<sup>d</sup> Addition; thence, along said west line, N 16°32'23" W, 225.51 feet to the POINT OF BEGINNING; encompassing an area of 1.38 acres.*



*James R. Staples*  
  
*12/28/18*

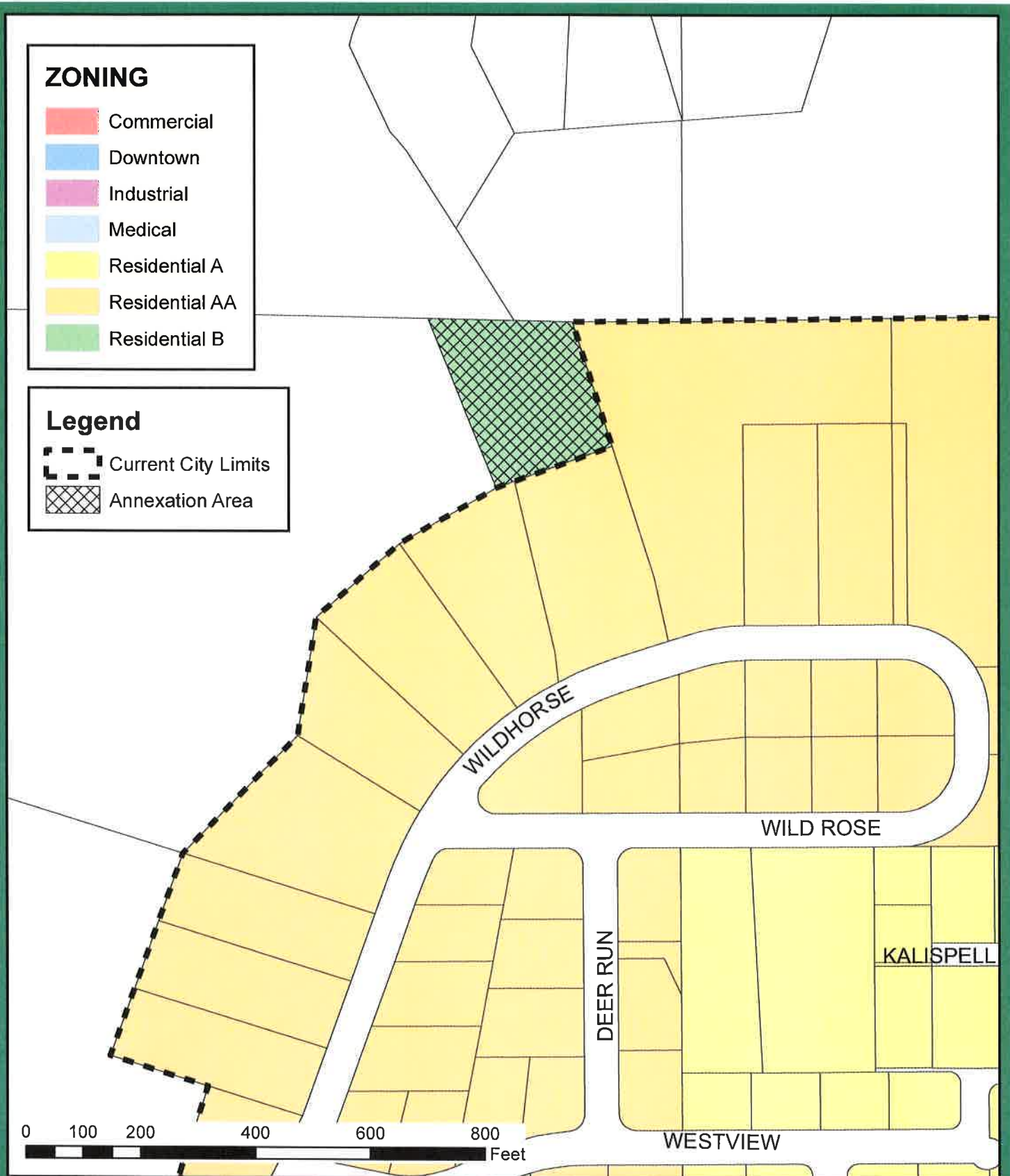


### ZONING

-  Commercial
-  Downtown
-  Industrial
-  Medical
-  Residential A
-  Residential AA
-  Residential B

### Legend

-  Current City Limits
-  Annexation Area



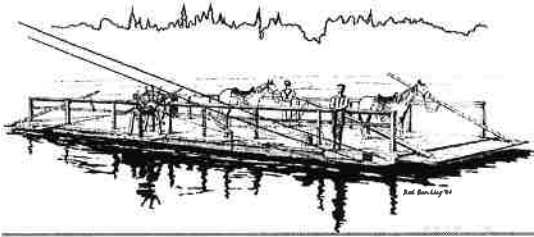
0 100 200 400 600 800 Feet



## CITY OF BONNERS FERRY, IDAHO

ANNEXATION MAP  
OFFICIAL ZONING MAP AMENDMENT  
FILE #AN03-18  
EXHIBIT B





## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

---

**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** October 11, 2019

**RE:** **Takca Hill Plat**

---

The attached Takca Hill Plat was part of the annexation agreement between the City and Mr. Higgs and required upon annexation of the lands into the City. The plat has been completed by JRS surveying and reviewed by our City planner for compliance with Title 50 requirements and City Code. Additionally, the plat has been routed to the acting County Surveyor, the County Treasure, the City Engineer and now City Council for signature before recording with the County Recorder.

Based on my review the plat contains all the required components for its support by City Council. Therefore, it is my recommendation that City Council authorize the Mayor and Clerk to sign the plat and direct staff to record the plat with the County Recorder's office.

Please let me know if you have any questions.

# TAKCA HILL SUBDIVISION

## An Amended Plat of LOT 1 of the AMENDED PLAT of MARX 3RD ADDITION IN THE SE1/4 SECTION 21 & SW1/4 SECTION 22 TOWNSHIP 62 NORTH, RANGE 1 EAST, B.M. BOUNDARY COUNTY, IDAHO

**NOTARY PUBLIC ACKNOWLEDGEMENT**

State of Idaho, Boundary County  
On this \_\_\_\_\_ day of \_\_\_\_\_, in the year of 2018, before me  
\_\_\_\_\_ personally appeared Gerald B. Higgs, proved to me on the  
basis of satisfactory evidence to be the person whose name is subscribed to the within  
instrument, and acknowledged that he executed the same.

Notary Public  
Boundary Co., ID  
Commission Expires \_\_\_\_\_

**COUNTY SURVEYOR'S CERTIFICATE**

I hereby certify that I have examined the record Takca Hill Subdivision, an  
Amended Plat of Lot 1 of the Amended Plat of Marx 3rd Addition and have  
determined that it complies with applicable State statutes and County ordinances  
regarding plats and subdivision regulations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Acting Boundary County Surveyor

**SURVEYOR'S CERTIFICATION**

I, James H. Skyles, Idaho Land Surveyor No. 3529, do hereby certify that  
the plat herein is a true and correct representation of a survey made by  
me or under my direct supervision in accordance with the laws of the State  
of Idaho (Idaho Code 51-2702, 1973 and Idaho Code 55-1905 through  
1908) and accepted records and procedures of surveying.

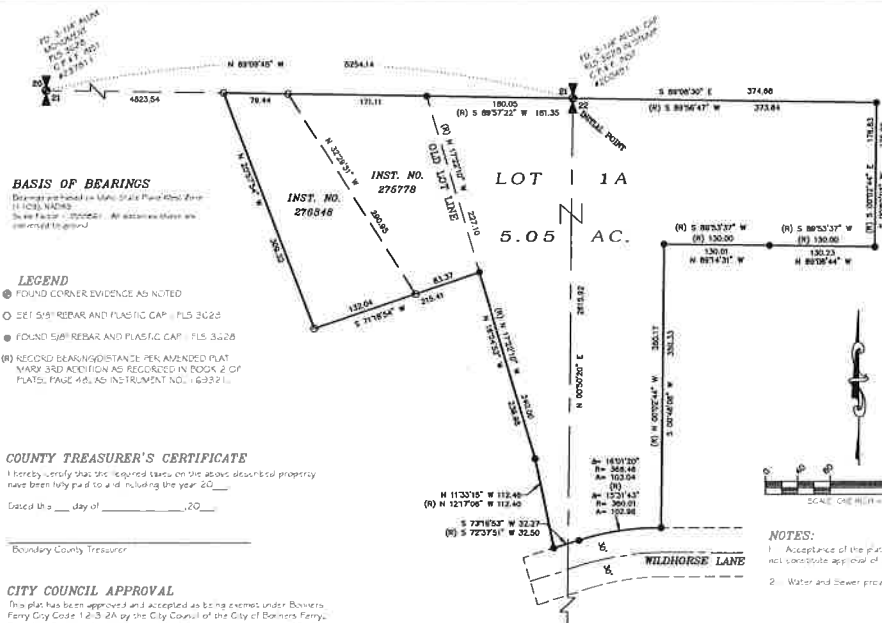


**COUNTY RECORDER**

This Plat was filed for record in the office of the Recorder of Boundary County,  
Idaho at the request of J.R.S. Surveying, Inc. this \_\_\_\_\_ day of \_\_\_\_\_  
2018, at \_\_\_\_\_ m. and duly recorded in  
Book \_\_\_\_\_ of Plats, Page \_\_\_\_\_ as Instrument No. \_\_\_\_\_

County Recorder Deputy Recorder

<b>J.R.S. SURVEYING, INC.</b>	
PO BOX 5098-6476 MAIN BONNERS FERRY, ID 83806	
(208) 287-7656	
<b>AMENDED PLAT</b>	
FOR SERIAL A ONLY	ATTACHED TO 1
NEW BY JRS/JLS	88-18-010
FILED IN B.M. PLAT, B.M. B.M.	SHEET 1 OF 1
BOUNDARY COUNTY, IDAHO	JUL 26 2018



**BASIS OF BEARINGS**  
Bearing established on Main State Plane (NAD 83) Zone 111020, NAD83. Scale Factor = 0.999993. All distances shown are corrected to ground.

**LEGEND**  
● FOUND CORNER EVIDENCE AS NOTED  
○ SET 5/8" REBAR AND PLASTIC CAP - PLS 3628  
○ FOUND 5/8" REBAR AND PLASTIC CAP - PLS 3628  
(R) RECORDED BEARING/STAKE PER AMENDED PLAT MARX 3RD ADDITION AS RECORDED IN BOOK 2 OF PLATS, PAGE 45, AS INSTRUMENT NO. 163371.

**COUNTY TREASURER'S CERTIFICATE**  
I hereby certify that the required taxes on the above described property have been fully paid to date including the year 20\_\_\_\_  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Boundary County Treasurer

**CITY COUNCIL APPROVAL**  
This plat has been approved and accepted as being exempt under Bonners Ferry City Code 1-2-3-2A by the City Council of the City of Bonners Ferry, Boundary County, Idaho this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Mayor, City of Bonners Ferry

**CITY ENGINEER**  
I hereby certify that this plat has been examined and approved that plat is being exempt under Bonners Ferry City Code 1-2-3-2A this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Engineer, City of Bonners Ferry

**PANHANDLE HEALTH DISTRICT**  
Sanitary restrictions as required by Idaho Code, Title 50, Chapter 1-3 have been satisfied. Health District Department of Environmental Quality review and approval for the design plans and specifications and the conditions imposed on the developer for lotlines, installation of sanitary restrictions. Water and sewer lines have been completed and services installed as available. Sanitary restrictions may be reimposed, in accordance with Section 50-1326, Idaho Code, by the issuance of a certificate of disapproval.  
Date \_\_\_\_\_ Health District Signature \_\_\_\_\_

**CITY CLERK**  
I hereby certify that this plat has been examined and approved as being exempt under Bonners Ferry City Code 1-2-3-2A this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Clerk, City of Bonners Ferry

**OWNER'S CERTIFICATION**  
It is known that Gerald B. Higgs, a single man, has caused to be surveyed and consolidated into one lot parcels of land described as Lot One (1) of the Amended Plat of Marx 3rd Addition, recorded in Book Two (2) of Plats, Page 45, as Instrument Number 163371, and those properties described in Instrument Numbers 275778 and 274348, records of Boundary County, Idaho, situated in the Northwest Quarter of the Southwest Quarter (NW1/4 SW1/4) of Section Twenty-two (22) and the Northeast Quarter of the Southwest Quarter (NE1/4 SE1/4) of Section Twenty-one (21), Township Sixty-two (62) North, Range One (1) East of the Boise Meridian, Boundary County, Idaho; more particularly described as follows:

Bearing at the NW corner common to Sections 21 and 22, thence along the north line of the NW1/4 of the SW1/4 Section 22, S 89°09'36" E, 374.08 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence S 00°00'00" W, 176.23 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence N 89°05'44" W, 130.25 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence N 88°14'31" W, 130.01 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence S 00°40'05" W, 350.33 feet, to the northerly right of way of Wildhorse Lane, marked on the ground by a 3/8 inch rebar and plastic cap stamped PLS 3628; thence along said right of way on a curve to the left (radial bearing is S 00°35'47" E) having a central angle of 14°01'20" and a radius of 349.42 feet, for an arc distance of 103.04 feet (bearing is S 81°02'33" W, 109.70 feet) to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence S 71°15'53" W, 32.27 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence along the road right of way, N 11°32'15" W, 112.44 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence N 15°04'52" W, 239.94 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence N 15°04'52" W, 239.94 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence along the western boundary of Instrument Number 275778 and 274348, S 71°15'54" W, 215.41 feet, to a 5/8 inch rebar and plastic cap stamped PLS 3628; thence along the western boundary of Instrument Number 274348, N 20°57'54" W, 308.32 feet, to the north line of the NE1/4 of the SE1/4 of Section 21, marked on the ground by a 5/8 inch rebar and plastic cap stamped PLS 3628; thence along said north line, S 80°08'45" E, 430.60 feet, to the POINT OF BEGINNING.

The above described property will be known as Lot 1A Takca Hill Subdivision  
Gerald B. Higgs Date \_\_\_\_\_



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

---

Date: October 10, 2019  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: **Electric Department - New Work Truck**

With this memo, I am requesting that the City Council consider the purchase of a new truck for the electric department. The truck that Kevin Cossairt drives needs to be replaced and staff has requested a quote from the company that has the Chevy contract through Idaho Purchasing.

The vehicle quoted is a 2020 Chevrolet,  $\frac{3}{4}$  ton, double cab work truck. The amount quoted for this vehicle is \$28,928.54, as shown in the attachment from Smith Chevrolet in Idaho Falls. Delivery of the truck to Taylor & Sons in Ponderay is included in the price quoted. I request that Council allow staff to spend up to \$30,000 for this vehicle, since the electric department has not yet reviewed the specs, and may have an addition that I missed. This purchase is included in our 5-year capital plan.

Thank you,

Mike



Bonnors Ferry

Mike

Vehicle: [Fleet] 2020 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck ( Complete )

208-267-0357

klaus.enger@hotmail.com  
mklaus@bonnorferry.id.gov.

Price Summary

PRICE SUMMARY

	VQ2	MSRP
Base Price	\$36,103.00	\$39,500.00
Total Options	\$2,116.40	\$2,405.00
Vehicle Subtotal	\$38,219.40	\$41,905.00
Destination Charge	\$1,595.00	\$1,595.00
<b>Grand Total</b>	<b>\$39,814.40</b>	<b>\$43,500.00</b>

net Dealer Inv 35,984.40  
 Destination + 1595.00  
 Bid Assistance - 9708.00  
 Area America 700.00  


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 28,571.40  
 1.25% state Admin fee 357.14  


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 28,928.54

Denys Hansen  
 Smith Chev.  
 208-521-9049 (cell)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 9440. Data Updated: Oct 9, 2019 11:21:00 PM PDT.



Vehicle: [Fleet] 2020 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck ( Complete )

**Selected Model and Options**

**MODEL**

CODE	MODEL	VQ2	MSRP
CK20953	2020 Chevrolet Silverado 2500HD 4WD Double Cab 162" Work Truck	\$36,103.00	\$39,500.00

**COLORS**

CODE	DESCRIPTION	VQ2	MSRP
GAZ	Summit White	\$0.00	\$0.00

**PREFERRED EQUIPMENT GROUP**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**ADDITIONAL EQUIPMENT - INTERIOR**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
9L7	Upfitter switch kit, (5) Provides 3-30 amp and 2-20 amp configurable circuits to facilitate installation of aftermarket electrical accessories.	0.00 lbs	0.00 lbs	\$132.00	\$150.00
AQQ	Remote Keyless Entry with 2 transmitters (Included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.

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Data Version: 9440. Data Updated: Oct 9, 2019 11:21:00 PM PDT.



Vehicle: [Fleet] 2020 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck ( Complete )

**ADDITIONAL EQUIPMENT - EXTERIOR**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
CGN	Chevytec spray-on bedliner Black with Chevrolet logo (does not include spray-on liner on tailgate due to Black composite inner panel) (Included with (CMT) Gooseneck/5th Wheel Package or (ANQ) Alaskan Snow Plow Special Edition. Not available with (ZW9) pickup bed delete. Not available with any Ship Thrus EXCEPT (TCE), (TCH), (VSH) or (VTV).)	0.00 lbs	0.00 lbs	\$479.60	\$545.00
DBG	Mirrors, outside power-adjustable vertical trailing with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.	Inc.
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release (Included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package. Deleted when (ZW9) pickup bed delete is ordered.)	0.00 lbs	0.00 lbs	Inc.	Inc.
UF2	LED Cargo Area Lighting located in pickup bed, activated with switch on center switch bank or key fob (Not available with (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	\$110.00	\$125.00
V46	Bumper, front chrome (Requires (VJH) Chrome rear bumper and (E63) Durabed, pickup bed. Available with (ZW9) pickup bed delete. Included with (PQA) WT Safety Package.)	0.00 lbs	0.00 lbs	\$176.00	\$200.00
VJH	Bumper, rear chrome (Requires (V46) Chrome front bumper. Included with (PQA) WT Safety Package.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00
VK3	License plate kit, front	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**ADDITIONAL EQUIPMENT - MECHANICAL**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
JL1	Trailer brake controller, integrated (Requires (ZLQ) WT Fleet Convenience Package, (PCV) WT Convenience Package or (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Included with (CMT) Gooseneck/5th Wheel Package.)	0.00 lbs	0.00 lbs	\$242.00	\$275.00
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep Package.)	0.00 lbs	0.00 lbs	\$132.00	\$150.00

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Data Version: 9440. Data Updated: Oct 9, 2019 11:21:00 PM PDT.



Vehicle: [Fleet] 2020 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete)

**ADDITIONAL EQUIPMENT - PACKAGE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
ZLQ	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) Cruise Control, (QT5) EZ Lift power lock and release tailgate and (DBG) outside power-adjustable vertical trailering with heated upper glass; (Not available with (PCV) WT Convenience Package. With (ZW9) pickup bed delete, (QT5) EZ Lift power lock and release tailgate is deleted.)	0.00 lbs	0.00 lbs	\$668.80	\$760.00

**SEAT TYPE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
A52	Seats, front 40/20/40 split-bench (no storage) (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**GVWR**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
C7G	GVWR, 10,500 lbs. (4763 kg) (STD) (Requires CC20943 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels or CK20953 and (L8T) 6.6L V8 gas engine with 17" wheels.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**BODY CODE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
E63	Durabed, pickup bed (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**EMISSIONS**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**PAINT**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs	\$0.00	\$0.00

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Vehicle: [Fleet] 2020 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck ( Complete )

**AXLE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**SEAT TRIM**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
H1T	Jet Black, Cloth seat trim	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**RADIO**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**ENGINE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**TRANSMISSION**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

**WHEELS**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
PYN	Wheels, 17" (43.2 cm) painted steel, Silver (STD)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

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Vehicle: [Fleet] 2020 Chevrolet Silverado 2500HD (CK20953) 4WD Double Cab 162" Work Truck (Complete)

**TIRES**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
QXT	Tires, LT265/70R17E all-terrain, blackwall (Included with (Z71) Z71 Off-Road Package.)	0.00 lbs	0.00 lbs	\$176.00	\$200.00

**SPARE TIRE**

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	VQ2	MSRP
ZXT	Tire, spare LT265/70R17E all-terrain, blackwall (Included and only available with (QXT) LT265/70R17E all-terrain, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QXT) LT265/70R17E all-terrain, blackwall tires are ordered.)	0.00 lbs	0.00 lbs	\$0.00	\$0.00

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<b>Options Total</b>	<b>0.00 lbs</b>	<b>0.00 lbs</b>	<b>\$2,116.40</b>	<b>\$2,405.00</b>
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# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

---

Date: October 11, 2019  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: **Engineering Services Contract Century West**

Century West completed design work for water, sewer, and electric lines within a corridor between Wilson Street and Solomon Street through a contract with the City this year. The plans were developed with the idea that the City water and sewer departments would complete the construction. With the work load we have this year and next year, I would recommend that we hire out the installation of the water and sewer mains.

To bid to the water and sewer main work will require additional engineering services. These services include developing a full set of bid documents that would not be required if the City was completing the work. Additional engineering work includes a formal project cost estimate, and bid phase services such as advertisement, fielding pre-bid questions, and other associated bidding duties.

Century West has provided the attached Amendment #1 that describes the additional work in Exhibit A. The fees associated with the scope of services for Amendment #1 are on a time and materials basis not to exceed \$9,500.

Please call me with any questions about the proposed work.

Thank you,

Mike



**AMENDMENT #1 AND AUTHORIZATION FOR  
ENGINEERING CONSULTING SERVICES**

By this Agreement, effective October \_\_, 2019, **City of Bonners Ferry** (Client) authorizes **Century West Engineering Corporation** (Engineer) to carry out and complete the Scope of Services in consideration of the mutual covenants set forth in this Amendment, the *PROFESSIONAL SERVICES AGREEMENT, EXECUTED APRIL 16, 2019*, and the following additional attachments:

Exhibit A: Wilson St to Solomon Rd - Water and Sewer Bid Package Scope of Work

**Project:** City of Bonners Ferry – Wilson to Solomon Utility Corridor Design  
**Project No.:** 51009.002.01  
**Scope of Services:** See Exhibit A

**Basis of Payment:**

[T&M] Time & Materials not to exceed \$9,500

**City of Bonners Ferry**

**Century West Engineering Corporation**

By: \_\_\_\_\_

By: 

Title: \_\_\_\_\_

Ryan J. Luttmann, P.E.  
Title: Senior Project Manager

Date: \_\_\_\_\_

Date: 9/25/19



**EXHIBIT A  
CENTURY WEST ENGINEERING  
SCOPE OF SERVICES**

**PROJECT UNDERSTANDING**

The City of Bonners Ferry acquired right-of-way to extend City infrastructure and provide an opportunity for future community network connectivity between Wilson Street and Solomon Road. Century West Engineering is providing professional services for the preliminary design of roadway options for this corridor and preparing the design of the water and sewer utilities. The City would like to Century West Engineering to develop the Water and Sewer construction plans into a bid set that can be constructed by an Idaho Public Works Licensed Contractor.

The scope of services for this amendment are intended to cover the following professional services:

**TASK 6: PLANS, SPECIFICATIONS AND ESTIMATES**

The Engineer will prepare a bid set of plans for construction of the water and sewer improvements and incorporate the input received from the City staff. The bid set plans will include a cover sheet, plan and profile drawings, and details for the improvements connecting Wilson Street to Solomon Road.

The Engineer will prepare preliminary Supplementary Conditions to the Contract Documents for the water and sewer work. These documents will be based on the Idaho Standards for Public Works Construction. A bid schedule and other pertinent provisions for the water and sewer improvements will also be added to the Contract Documents.

The Engineer will prepare an Opinion of Probable Cost for the water and sewer improvements. This estimate will be based on the items in the final bid schedule and recent construction bid results for similar work.

**TASK 7: BID PHASE SERVICES**

The Engineer shall prepare the Advertisement for Bids, conduct a pre-bid conference, respond to bidders' inquiries, and prepare addendum as required. The Engineer will make up sets of documents available to prospective bidders, provide 2 sets for the City and provide an electronic version to a plan center. The Engineer will maintain a plan holders list.

The City will be responsible for advertising the project in their official paper of record.

The Engineer will attend the bid opening. After the bid opening, the Engineer will evaluate bids for compliance with bidding requirements and bidding errors and will prepare a bid tabulation to make available to the bidders and the City.

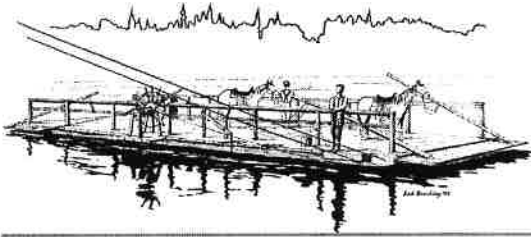
Based on review of the bids received the Engineer will recommend to the City award of the construction contract to the lowest responsible bidder or recommend rejection of all bids, as appropriate.

**FEES**

The fees for the Scope of Services above will be on a Time and Materials basis plus reimbursable expenses and hours at a not-to-exceed amount of \$9,500.

Additional services requested and approved by the Owner that are not included within this Scope of Services will be negotiated as a Contract Addendum as agreed upon. Examples of work that is not included in the scope of service described above include:

- a. Final design plans for roadway improvements, pedestrian facilities, stormwater conveyance or electrical infrastructure.
- b. Construction observation services
- c. Record Drawings of the final utility installation



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

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**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** October 11, 2019

**RE:** **High 5 Expenditure Request**

---

The following projects are recommended by staff for funding with the City's High 5 CTG funds. All three projects would benefit the local elementary schools in the county. Below is a short summary of the request for each school.

**1. Mt. Hall Elementary = \$2,284.88**

Purpose: to cover an additional \$1,000.00 towards the previously approved walking path and to request support to place a Gaga Pit at the school for the children and community. Request for Gaga pit is \$1,284.88.

**2. Naples Elementary = \$3,215.32**

Purpose: To construct a gravel jogging/walking track and provide usable, mobile soccer goals for the Naples community to utilize. Additionally, they are requesting to purchase materials to construct and install a GaGa Ball Pit for the community.

The school is currently working with local companies who are donating the materials and time to build a community track. They hope to tear down the outdated, immovable soccer goals and replace them with new easy to move aluminum goals.

**3. Valley View Elementary = \$2,300.00**

Purpose: Gravel for an oval walking path at Valley View Elementary School. They request to place an 8-foot wide walking path that is  $\frac{1}{4}$  of a mile in length.

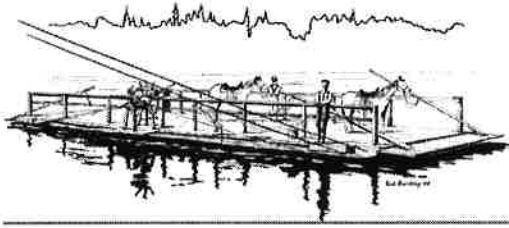
If supported, a motion to fund the projects using High 5 Community Transformation Grant dollars would be required.

Below is a summary table showing the remaining funds with the proposed funding included. The Steering Committee will meet on October 16, 2019 to consider proposals for use of the remaining funds.

Please let me know if you have any question. Thank you.

Projects		Amount Funded	High 5 Grant Remaining	Leveraged Funds
<b>Starting Funds</b>			\$252,000.00	
1	City Pool	\$60,000.00	\$192,000.00	\$150,000.00
2	City Incidentals/Mark Fenton	\$7,436.09	\$184,563.91	
3	Bike/Ped Plan	\$10,000.00	\$174,563.91	\$15,000.00
4	U of I Extension- summer	\$2,500.00	\$172,063.91	
4	BOCO Backpack	\$5,000.00	\$167,063.91	\$40,000.00
5	High School X-Country Trail	\$10,000.00	\$157,063.91	
6	High School Cardio Equip.	\$23,239.00	\$133,824.91	\$2,000.00
7	Boundary County- Skate Rink	\$41,744.00	\$92,080.91	\$25,000.00
8	City- Pedestrian Counters	\$2,280.00	\$89,800.91	
9	Boundary County Library	\$1,350.00	\$88,450.91	
10	Bike Racks	\$2,518.04	\$85,932.87	
11	Splash Pad	\$45,777.00	\$40,155.87	\$10,000.00
12	Little Free Gardens	\$2,500.00	\$37,655.87	
13	BOCO Backpack	\$710.00	\$36,945.87	
14	Bike Rodeo	\$300.00	\$36,645.87	
15	9B Trails- Rivers Park	\$2,500.00	\$34,145.87	
16	City of Moyie Springs	\$15,000.00	\$19,145.87	\$5,000.00
17	U of I Extension-Friday Friends	\$1,500.00	\$17,645.87	
18	Mt. Hall - trail	\$600.00	\$17,045.87	\$2,200.00
18A	<i>Mt. Hall-trail</i>	<i>\$1,000.00</i>	\$16,045.87	
19	<i>Mt. Hall Gaga Pit</i>	<i>\$1,284.88</i>	\$14,760.99	
20	<i>Valley View</i>	<i>\$2,300.00</i>	\$12,460.99	
21	<i>Naples Gaga Pit and soccer goals</i>	<i>\$ 3,215.32</i>	\$9,245.67	
	<b>Totals</b>	<b>\$242,754.33</b>	<b>\$9,245.67</b>	<b>\$209,200.00</b>

*\*Italics= not yet approved by City Council*



## CITY OF BONNERS FERRY

7232 Main Street  
P.O. Box 149  
Bonners Ferry, Idaho 83805  
Phone: 208-267-3105 Fax: 208-267-4375

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**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** October 11, 2019

**RE:** **2019 Surplus Auction**

---

The City staff is interested in holding a small closed bid auction for a number of items at our city yard. Attached is a list of the items for council's consideration.

We anticipate that if approved, we hope to conclude the auction by early November so as not to carry items over winter. Staff will also look to post most items on local selling websites, such as Craigslist to generate as much interest as we can.

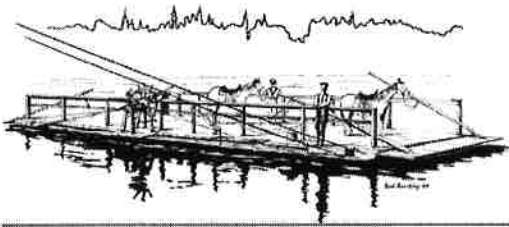
Staff is seeking a motion to surplus the attached items and to direct staff to conduct a closed bid auction in accordance with our policies and procedures.

Please let me know if you have any questions.



**2019 City of Bonners Ferry Surplus Sealed Bid Auction Items- Bids Due by**

ITEM	Department	Year/Make	Model/Description	VIN/Model #	Condition / Notes	Milage	Min Bid
1	Electric	2006 Ford	F550 Diesel 4x4 Auto trans	1FDAF57P27EB26154	Bucket and Service Body	62,875	\$ 10,000.00
2	Electric	2003 Ford	F150 Gas 4x4 Auto Trans	1FTRX18W23NB25994	Headache Rack/Tool Box	102,000	\$ 2,200.00
3	Electric	1994 Chev	Kodiak Gas Manual Trans	1GBM7H1M6R113458	Dbbl Bucket 50' Boom	13,558	\$ 10,000.00
4	Water/Sewer	1969 JD	450Dozer	TSF3M-084818T	Needs clutches and brakes	Unknown	\$ 1,500.00
5	Water/Sewer	2017 GMC	Pick-up bed	N/A	Includes bumper and hitch	N/A	\$ 750.00
6	Electric	2018 GMC	Pick up bed	N/A	Includes bumper and hitch	N/A	\$ 750.00
7	Police	2010 GMC	2500HD Gas 4x4 Auto Trans	1GTKOBG7AZ199118	Used	125000	\$ 5,000.00
9	Street	JD	Greens Mower	FG150G-AH90	Self propelled reel mower	N/A	\$ 30.00
10	Street	Ariens	6Hp push mower	5020190	Self propelled mower	N/A	\$ 10.00
11	Street	1995 Autocar	Dump Truck Diesel Mannual Trans	4V25CBDE6MU507806	Elect Issues, Trans Issues	166840	\$ 3,500.00
12	Street	Traffic Lights	Alderson Lane Highway Lights	N/A	Used	N/A	\$ 2,500.00



## CITY OF BONNERS FERRY

7232 Main Street  
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Phone: 208-267-3105 Fax: 208-267-4375

---

**TO:** Mayor and City Council

**FROM:** Lisa Ailport, City Administrator *LMA*

**DATE:** October 11, 2019

**RE:** **Century West As-Directed Contract**

---

The City staff would like to hire Ryan Luttmann, with Century West Engineering, to assist the City in putting together a 2020 Transportation Alternative Program (TAP) grant with the Idaho Transportation Department (ITD) to extend the walking path/trail from Ada Street to the old ITD highway right-of-way.

If successful, the city would look to construct this path to get pedestrians from and to the old highway right-of-way safely and more efficiently. The grant would include widening an asphalt path and installing railing where appropriate. Additionally, ITD is considering immediately moving the exiting jersey barriers out 2-4 feet along the existing area so that a path can be realized.

Ryan has prepared the contract on an "As-need" basis with a budget of \$2,000.00. ITD has prepared the TAP application to be in two phases, draft application and then, if selected, a full application. If we don't make it past the draft application stage, no additional costs will be billed to the city by Mr. Luttmann. The draft application is due by November 8<sup>th</sup> to ITD.

Given our current work load and the timing of the draft application, I recommend that Council authorize the Mayor to sign the contract with Century West Engineering for work on the TAP grant application with a contract amount not-to-exceed of \$2,000.00 without prior approval.

Please let me know if you have any questions.



**AGREEMENT AND AUTHORIZATION FOR  
ENGINEERING CONSULTING SERVICES**

By this Agreement, effective October \_\_, 2019, **City of Bonners Ferry** (Client) authorizes **Century West Engineering Corporation** (Engineer) to carry out and complete the Scope of Services in consideration of the mutual covenants set forth in this Agreement, the *ENGINEERING CONSULTING TERMS AND CONDITIONS*, and the following additional attachments: [Exhibits A and B]

**Project:** City of Bonners Ferry – 2020 TAP Application

**Project No.:** 51009.003.01

**Scope of Services:** See Attached Exhibit A

**Opinion of Probable Cost:**


\$2,000

[T&M] Time & Materials not to exceed specified amount without prior authorization by Client.

**City of Bonners Ferry**

**Century West Engineering Corporation**

By: \_\_\_\_\_

  
By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Senior Project Manager

Date: \_\_\_\_\_

Date: October 11, 2019

## ENGINEERING CONSULTING ♦ TERMS AND CONDITIONS

**1. SERVICES:** Engineer agrees to perform the Scope of Services (Services) under the following terms and conditions. Additional Services will be provided only by written amendment to this Agreement.

**2. TIMES OF PAYMENTS:** Engineer will submit invoices on a monthly basis for the unbilled portion of Services actually completed. Client will pay the invoice within 30 days of the invoice date. Accounts remaining unpaid after said 30 days will be considered delinquent and assessed a late payment charge (currently at the rate of 1 1/2% per month) calculated each month from the date of the invoice. Engineer reserves the right to suspend all Services until account delinquencies have been remedied.

**3. OPINIONS OF COST:** Because Engineer has no control over the cost of labor, materials, equipment or Services furnished by others, or over contractors' methods of determining prices, or other competitive bidding or market conditions, any cost estimates provided by Engineer will be made on the basis of experience and judgment. Engineer cannot and does not guarantee that proposals, bids or actual Project construction costs will not vary from opinions of probable costs prepared by Engineer.

**4. CLIENT-PROVIDED INFORMATION:** Client will make available to Engineer, all information readily available to Client regarding existing and proposed conditions of the site which will aid Engineer in its performance of Services. Engineer shall be entitled to rely, without further inquiry or investigation, on all information furnished to Engineer by Client. Client agrees to advise Engineer of any hazardous substances or any condition existing in, on or near the site presenting a potential danger to human health, the environment, or equipment. Client will immediately transmit to Engineer any new information which becomes available to Client which may have a bearing on Engineer's performance of Services or which relates to information Engineer has requested from Client. If any hazards, not disclosed to Engineer, are discovered after the Services are undertaken, Client and Engineer agree that the Scope of Services, time schedule and rate schedule shall be modified accordingly.

**5. STANDARD OF PERFORMANCE:** Engineer represents that Services will be performed within the limits prescribed by Client, and that its findings, recommendations, specifications and/or professional advice provided hereunder will be prepared and presented in a manner consistent with the level of care and skill ordinarily exercised by other professionals under similar circumstances at the time the Services are performed.

**6. ACCESS, APPROVALS, PERMITS:** Client shall arrange for access to and make all provisions for Engineer to enter onto public and private property as required for Engineer to perform the Services. Unless otherwise agreed, Client will be solely responsible for applying for and obtaining such permits and approvals as may be necessary for Engineer to

perform the Services.

**7. REUSE OF DOCUMENTS:** All documents, including computer files, drawings and specifications, prepared by Engineer pursuant to this Agreement shall remain the property of Engineer and are instruments of service with respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Services provided for the Project under this Agreement or on any other project. Any reuse without written authorization, certification or adaptation by Engineer for the specific purpose intended will be at Client's sole risk and without liability to Engineer.

**8. ASBESTOS/PCBs:** All asbestos/PCB related Services are excluded from Engineer's Scope of Services. Client shall notify Engineer at the start of the Project if the presence of asbestos/PCBs on the project is suspected. If asbestos/PCBs are suspected or encountered, Engineer will stop its own work to permit proper testing and evaluation. If requested as an additional Service, Engineer will assist Client in contacting regulatory agencies and/or identifying appropriate testing laboratories.

**9. SUBMITTAL REVIEW:** Review by Engineer of submittals by contractor is only for general conformance with the design concept of the Project and general compliance with the information given in the Contract Documents. The review does not affect the contractor's responsibility to perform all contract requirements with no change in contract price or time. Any action taken by the Engineer is subject to the requirements of the plans, specifications and other Contract Documents. Client shall indemnify Engineer against any claim by any contractor based on the review.

**10. ENGINEER AT CONSTRUCTION SITE:** The presence or duties of Engineer's personnel at the construction site, whether as on-site representatives or otherwise, do not make Engineer or its personnel in any way responsible for those duties that belong to the Owner and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties and responsibilities, including but not limited to, all construction methods, means, techniques, sequences and procedures necessary for coordinating and completing all portions of the construction work in accordance with the Contract Documents and any health or safety precautions required by such construction work. Engineer and its personnel have no authority to exercise control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting or reporting on health or safety deficiencies of the construction contractor or other entity or any other persons at the site except Engineer's own personnel.

**11. INDEMNIFICATION AND INSURANCE:**

(a) Client agrees to indemnify, hold harmless and defend Engineer, its directors, officers, agents and employees, from and against any and all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incidental thereto, including but not limited to reasonable attorney fees, which Engineer may hereafter incur, become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment or any violation of governmental laws, regulations or orders caused by (1) Client's breach of any term or provision of this Agreement; (2) Client's negligent or wrongful act or omission in the performance of this Agreement; or (3) Client's generation, storage or release of waste products including hazardous waste..

(b) Engineer agrees to indemnify, hold harmless and defend Client, its directors, officers, agents and employees, from and against any and all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incidental thereto, including but not limited to reasonable attorney fees, which Client may hereafter incur, become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment or any violation of governmental laws, regulations or orders caused by Engineer's (1) breach of any term or provision of this Agreement; or (2) any negligent or wrongful act or omission in the performance of this Agreement.

(c) In the event any claim arises as a result of the concurrent negligence of Engineer and Client, liability will be determined on the basis of the doctrine of comparative negligence. Each party shall promptly notify the other party, in writing, of any threatened or actual claim, action, or proceeding. Engineer and Client shall jointly control the defense.

(d) Notwithstanding any other provision contained in this Agreement, neither party shall be liable to the other party for any indirect, incidental, special or consequential damages of any kind, including without limitation, lost profits or loss of use, regardless of the cause, including negligence.

(e) Upon request, Engineer will provide Client with Certificates of Insurance for Workers Compensation, General, Auto and Professional Liability coverage. Client agrees to maintain, during the performance of Services, general liability and automobile liability insurance in the amount of one million dollars (\$1,000,000).

~~12. LIMITED LIABILITY: Client agrees that Engineer's liability to Client, contractors, subcontractors, and their agents, employees and consultants, and to all other third parties which may arise from or be due directly or indirectly to the negligent acts, errors and/or omissions of engineer, its agents, employees or consultants shall be limited to a continued aggregate not to exceed \$100,000 or the total amount paid in fees to Engineer, whichever is greater.~~

**13. TERMINATION:** Either party may terminate this Agreement upon thirty (30) days written notice to the other.

Either party may terminate this Agreement immediately in the event of a material breach by the other party to perform in accordance with the terms hereof but only if said breach is through no fault of the terminating party and said breach is not corrected before the date of termination. If this Agreement terminates for Force Majeure, Client shall pay Engineer for all Services authorized and performed prior to the termination date including, if applicable, a prorated lump sum fee.

**14. SUCCESSORS AND ASSIGNS:** Neither Engineer nor Client may assign this Agreement without the prior written consent of the other. Engineer may, however, employ any other party or entity it deems necessary or proper for any part of the Services required to be performed by Engineer under the terms of this Agreement. The covenants, conditions and terms of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.

**15. MISCELLANEOUS:**

(a) This Agreement shall be governed by the laws of the State of Idaho.

(b) Any claim brought by Client against Engineer must be brought no later than two years after the date of substantial completion of the Services hereunder or the expiration of the appropriate statute of limitations, whichever is earlier.

(c) In the event this Agreement should be referred to an attorney at law or agent for collection, Client agrees to pay such reasonable attorney's or agent's fees and costs as Engineer may incur to any attorney or agent in such collection even if no action is instituted. In the event an action is instituted to enforce any of the terms or conditions of this Agreement, the losing party shall pay to the prevailing party, in addition to the costs and disbursements allowed by statutes, such sum as the court may adjudge reasonable as attorney's fees in such action, in both trial and appellate courts.

(d) No waiver by either party of any provision of this Agreement shall be construed or deemed to be a waiver of (a) any other provision of this Agreement or (b) a subsequent breach of the same provision, unless such waiver be so expressed in writing and signed by the party to be bound.

(e) The terms and conditions of this Agreement contain a series of separate agreements. If in any proceeding a court or arbitrator shall refuse to enforce any of the separate agreements, any unenforceable agreement shall be deemed reduced or eliminated from the terms and conditions for the purpose of such proceeding, but only to the extent necessary to permit the remaining agreements to be enforced in such proceeding.

(f) This Agreement constitutes the entire agreement between Client and Engineer regarding the Services and supersedes all prior or contemporaneous oral or written representations or agreements. This Agreement shall not be modified except by a written document signed by both parties.

## Exhibit A

### Scope of Work

#### City of Bonners Ferry

#### 2020 TAP Application for a Pathway Extension along US-95

##### Scope of Work

The City of Bonners Ferry is planning to apply for the 2020 Transportation Alternatives Program (TAP) to construct a pathway along US-95 between Ada street and the old US-95 alignment. The proposed project consists of moving a concrete guardrail approximately 3.5 ft toward the southbound travel lane and widening the existing asphalt to provide an 8 ft wide pathway. The City may consider a separate application for the ADA Curb/Ramp Program for construction of ADA ramps on each end of the proposed project.

The City of Bonners Ferry would like Century West Engineering to assist the City with the development of a draft application that must be submitted to ITD for a Mid-Application screening, prior to November 8, 2019. During the Mid-Application Screening, a panel of Subject Matter Experts will review the draft applications and provide feedback to applicants that helps strengthen the proposals, returning these to the applicant by December 13, 2019. The final draft application must be submitted prior to February 2, 2019.

The Idaho Transportation Department (ITD) is currently soliciting applications for the TAP to add projects to the fiscal year 2021, 2022 and 2023 programs. The purpose of TAP is to provide for a variety of alternative transportation projects and to advance the ITD's strategic goals of Mobility, Safety and Economic Opportunity while maximizing the use of federal funds. The TAP provides funding for projects including pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school education projects. The applicant award is capped at one \$500,000 in federal aid and requires a 7.34% match.

The Engineer shall supply the following services:

##### Tasks 3100, 2020 Draft TAP Application

The Engineer shall prepare a draft of the application packet for the City staff to review. The draft proposal work shall include:

- Attend a meeting with City staff to discuss the proposed project, perform a site visit and review the TAP application requirement and program elements.
- Participate in a Pre-Application coordination meeting with City staff and the ITD District Coordinator.
- Develop the draft Project Cost Estimate utilizing the TAP Project Estimating Worksheet.
- Draft project narratives and complete a draft TAP application for review by the City Administrator and City Engineer.
- Prepare an electronic application packet for City submittal prior to the draft Application submittal deadline.

City staff will request and collect any letters of support to be included with the draft application and provide the documents required by ITD to confirm the match commitment.

##### FEES

The fees for the Scope of Services above will be on a Time and Materials basis plus reimbursable expenses and hours and shall not exceed \$2,000 without prior authorization by the City.